

McMahon, Joe

From: Nabico, Tania
Sent: January 12, 2021 03:53 PM
To: McMahon, Joe
Cc: Leveille, Kristen; Gravelle, Chantal
Subject: RE: New Position Numbers

Good afternoon Joe and thank you for your patience.

I have received confirmation that for the positions you are requesting, we are able to assist you regionally in having the 3 positions created. It appears based on the information you did provide, Kristen pulled data for your org units and the report shows you have 14 'allowable' positions at this group and level/title before we need to go to classification. Currently. There are 8 positions used so Kristen can create up to 6 in org unit 10026151 without classification.

If you are interested in proceeding, if you can have the HRAR's created and sent to the recruitment mailbox addressed to the attention of Kristen, she can pick up this action and have the positions created and let you know once they are ready.

I am also ccing your HR Advisor in case you need any assistance in staffing said positions.

Thanks,

Tania Nabico

From: McMahon, Joe <Joe.McMahon@cbsa-asfc.gc.ca>
Sent: January 8, 2021 6:28 PM
To: Nabico, Tania <Tania.Nabico@cbsa-asfc.gc.ca>
Subject: Re: New Position Numbers

Excellent thank you

Sent from my iPhone

On Jan 8, 2021, at 3:50 PM, Nabico, Tania <Tania.Nabico@cbsa-asfc.gc.ca> wrote:

Hi Joe:

Our staffing team cant create positions but I am having someone on my team send me what classification does in fact require so I ensure I have that information to send you.

Thanks,

Tania Nabico

From: McMahon, Joe <Joe.McMahon@cbsa-asfc.gc.ca>
Sent: January 8, 2021 11:45 AM

To: Nabico, Tania <Tania.Nabico@cbsa-asfc.gc.ca>

Subject: New Position Numbers

Apologies in advance Tania as you may have to re-direct this message.

I have been given the authorization from the RDG to proceed with adding three English essential Superintendent position numbers to my Org Chart. How would I go about getting this done? Do we start with a HRAR and go from there?

Thanks

Joe McMahon

Director – Ambassador Bridge | Operations Branch

Canada Border Services Agency | Government of Canada

joe.mcmahon@cbsa-asfc.gc.ca | Tel.: 519-257-6491 | TTY: 866-335-3237

Directeur – pont Ambassador | Direction générale des opérations

Agence des services frontaliers du Canada | Gouvernement du Canada

joe.mcmahon@cbsa-asfc.gc.ca | Tél.: 519-257-6491 | ATS: 866-335-3237

McMahon, Joe

From: Minovski, Lence
Sent: January 13, 2021 12:34 PM
To: CBSA-ASFC_SOR Recruitment
Cc: McMahon, Joe; Nabico, Tania
Subject: HRAR for FB05 Position Creations
Attachments: HRAR FB05 Position Creations .pdf

Hello:

Attached is the HRAR to create 3 FB05 Superintendent positions for the Ambassador Bridge District.

Lence Minovski
A/Administrative Officer
Ambassador Bridge Operations – Opérations au pont Ambassadeur
Southern Ontario Region / Région Sud de l'Ontario
Canada Border Services Agency – Agence des services frontalières du Canada
780 Huron Church Road, Windsor, ON, N9C 2K2
Lence.Minovski@cbsa-asfc.gc.ca
Telephone – Téléphone 519-257-6411
Fax – Télécopieur -519-257-7844
Telephone – Télérprimeur 1-866—355—3237
Government of Canada / Government du Canada



HR ACTION REQUEST FORM

For additional information please refer to <https://cbsawikiasfc/>

Date Completed

2021-01-13

Date Received in HR

1. Position Information

Branch / Region

Southern Ontario

Directorate / Division

Ambassador Bridge

Work Location

AMB Travellers Operation

Organizational Unit

10026151

Cost Center

3981-210-00

Existing Position No. (if applicable)

Classified

Group FB

Sub-Group

Level 5

Job Number

20006250

Job Title

Customs Superintendent

Supervisor Position Number

Current Language Requirement

☐ Bilingual Reading ☐ Writing ☐ Oral ☐

☒ English Essential

☐ French Essential

☐ English or French

Communication Requirements

Service to the Public

Personal Services

Central Services

Supervisory Function

Grievance Process

Current Security Requirement

Reliability Status

Current Tenure of Position

Permanent

Current Arming Designation as identified in CAS (if applicable)

2. Classification Action (Complete if requesting a classification action)

Required Documentation

Current Organizational Chart

Current Work Description

Nature of Request (check appropriate box)

☐ Organizational Design

☐ Classification Review

☐ Work Description (job)

☒ Position Create a new position

Effective date of change / new position 2021-01-18

New Organizational Unit

10026151

New Cost Center

3981-210-00

Position Number of New Supervisor

30183878

Proposed New Security Requirement

Secret

Proposed New Arming Designation (if applicable)

Proposed New Language Requirements

(only if changing linguistic profile or if creating a new position)

☐ Bilingual Reading ☐ Writing ☐ Oral ☐

☒ English Essential

☐ French Essential

☐ English or French

Communication Requirements

Service to the Public

Personal Services

Central Services

Supervisory Function

Grievance Process

Geographic Location (city and province)

Windsor, Ontario

Additional Information

Request for the creation of (3) Customs Superintendent positions at Ambassador Bridge Travellers Operation.

Authorization for Classification Action

Joe McMahon

Signature of Manager requesting classification action
(must have minimum MLA Financial Authority)

2021-01-13

Date

Signature of Classification Advisor

Date

3. Staffing Request

Prior to initiating this staffing action, you must confirm with the appropriate delegated authority that funds will be available for this staffing action.

Nature of Request (check appropriate box)

☐ Launching an advertised process. Check all that apply.
 (if selected, skip to section entitled "Authorization for Staffing Action")

☐ Deployment ☐ Acting ☐ Assignment ☐ Secondment ☐ Indeterminate ☐ Term

☐ Staffing through a non-advertised process according to the non-advertised policy on the HR wiki page

☐ Staffing from an existing process

Staffing selection process number (N/A if student bridging)

☐ Extension (Specify Staffing Process Number)

4. Employment Information

Type of Staffing Action (select applicable action(s))

☐ Temporary

☐ Permanent

☐ Other

Effective-Date of Employment

End-Date of Employment

If an extension, specify original effective-date

Union Representation

Relocation

In an acting appointment, if an exemption applies to meeting the language profile of a position, specify the type of acting and please attach form BSF713.

☐ Acting appointment < 4 months to an encumbered bilingual position

☐ Acting appointment < 4 months to a vacant bilingual position when the position cannot be filled by an appointment of a person who meets the language profile

☐ Acting appointment ≥ 4 months ≤ 12 months to an encumbered bilingual position which cannot be filled by an appointment of a person who meets the language profile

☐ Acting appointment ≥ 4 months ≤ 18 months to an encumbered bilingual position where the substantive holder is on language training and when the position cannot be filled by an appointment of a person who meets the language profile

If you are using a non-imperative appointment or a non-imperative deployment, have you consulted with the Corporate Official Languages Program?

If you are using a non-imperative appointment, please attach form BSF710.

Conditions of Employment

Does the candidate meet all the conditions of employment?

Describe how this staffing action is linked to your HR Plan and Strategy.

If membership in an Employment Equity (EE) group(s) formed part of the decision to hire the person, identify the applicable EE group(s)

☐ Visible Minority ☐ Aboriginal Person ☐ Person with a Disability ☐ Woman

Type of Schedule			
Days of Work			
Hours of Work (select appropriate option)			
<input checked="" type="checkbox"/> Shift Work <input type="checkbox"/> Number of hours per week: _____			
If seasonal, indicate the annual start-date and end-date or indicate the length of the season			
Start-Date (mm/dd)		End-Date (mm/dd)	Length of the Season (e.g. 3 months)
If this is an Assignment, a Secondment or through Interchange Canada, indicate contact information of the sub-delegated manager in the candidate's HOME organization in order to accelerate the process.			
Name			Phone Number
E-mail Address			
Mailing Address			
5. Candidate Information			
Name		Phone Number	Language of Correspondance
What is the candidate's current status with the federal government? (Select all that apply)			
<input type="checkbox"/> CBSA employee <input type="checkbox"/> Other Government Department, specify _____			
<input type="checkbox"/> Indeterminate <input type="checkbox"/> Term <input type="checkbox"/> Part-Time Worker <input type="checkbox"/> Casual <input type="checkbox"/> Student <input type="checkbox"/> N/A (from the Private Sector)			
E-mail Address			
Mailing Address			Phone Number (primary)
			Phone Number (secondary)
If an existing Public Servant, complete the following			
PRI	Current Home Department	Current Position Number if a CBSA employee	Current Substantive Group Sub-Group Level
Name and contact information of Compensation Advisor at HOME Department/Agency			
Authorization for Staffing Action			
Name of Hiring Manager			Date
Title of Hiring Manager			Date
Name of Manager with Sub-Delegated Staffing Authority			Date
Title of Manager with Sub-Delegated Staffing Authority			Date
<input checked="" type="checkbox"/> I confirm that this staffing action, in combination with all other staffing actions currently in process, and current staffing levels, is within the salary budget and FTE cap under my authority.			
6. Comments			
Lence Minovski 519-257-6411			

McMahon, Joe

From: Leveille, Kristen
Sent: January 15, 2021 01:14 PM
To: McMahon, Joe
Cc: Minovski, Lence; Nabico, Tania
Subject: RE: HRAR for FB05 Position Creations

The following position numbers have been created:

30377788
30377789
30377790

English – Non Excluded
Belongs to 3981-210-00, Org Unit 10026151
Reports to 30183878

From: Minovski, Lence <Lence.Minovski@cbsa-asfc.gc.ca>
Sent: January 13, 2021 12:34 PM
To: CBSA-ASFC_SOR Recruitment <M3981064AAG@cbsa-asfc.gc.ca>
Cc: McMahon, Joe <Joe.McMahon@cbsa-asfc.gc.ca>; Nabico, Tania <Tania.Nabico@cbsa-asfc.gc.ca>
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A/Administrative Officer
Ambassador Bridge Operations – Opérations au pont Ambassadeur
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Canada Border Services Agency – Agence des services frontaux du Canada
780 Huron Church Road, Windsor, ON, N9C 2K2
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Telephone – Téléphone 519-257-6411
Fax – Télécopieur -519-257-7844
Telephone – Télécopieur 1-866—355—3237
Government of Canada / Government du Canada